STATE OF IOWA DEPARTMENT OF CORRECTIONS		Policy Number IO-SC-14	Applicability ☒ DOC ☐ CBC
POLICY AND PROCEDURES		Policy Code Confidential	Iowa Code Reference N/A
Chapter 3 INSTITUTIONAL OPERATIONS	Sub Chapter SECURITY & CONTROL	Related DOC Policies AD-GA-06	Administrative Code Reference N/A
Subject KEY CONTROL		ACA Standards 4-4195	Responsibility Sheryl Dahm Diann Wilder-Tomlinson
		Effective Date June 2015	Authority Jerry Bartruff Director Signature on file at Iowa DOC

I.   PURPOSE

To describe the principles and general procedures that shall be used in the Iowa Department of Corrections (IDOC) institutions to organize the inventory, storage, issue, distribution, and handling of keys.
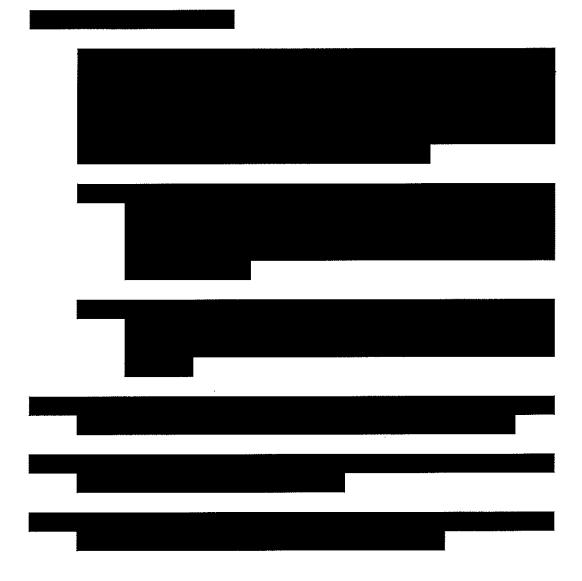
II.   POLICY

It is the policy of the IDOC to maintain in all institutions a key control program that provides maximum staff control over locks, keys, and locking devices; restricts access to sensitive keys; and enables prompt response to emergencies. **(4-4195)**
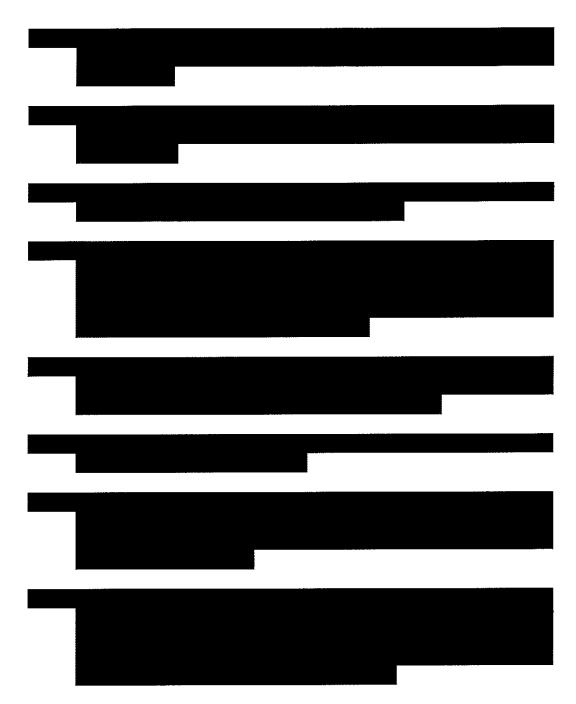
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    G.   Staff Training

    H.   General

III. DEFINITIONS

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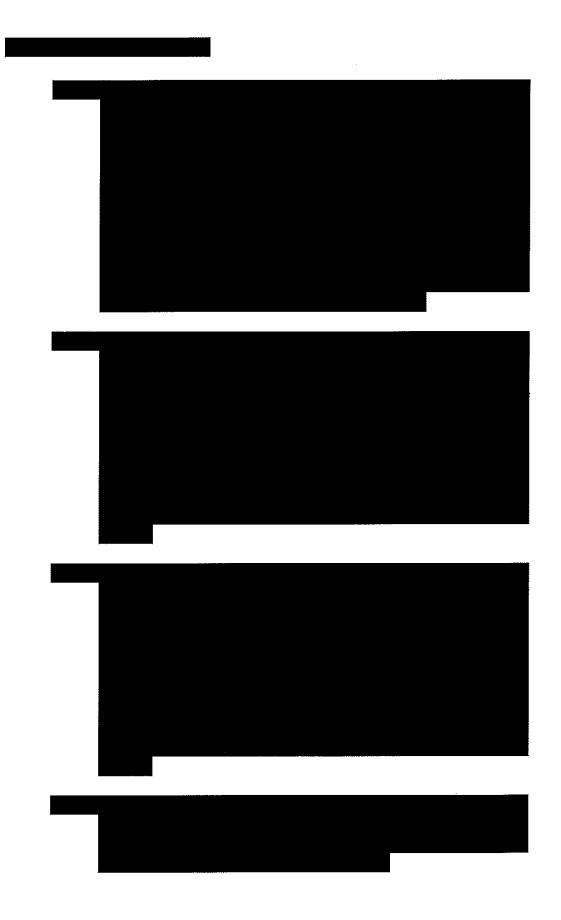████████████████

M.	See IDOC Policy **AD-GA-16** for additional Definitions.

## IV.	PROCEDURES

The Associate Warden/Security is responsible for the overall operation of the key control program and shall identify an employee(s) to receive the necessary training to manage the key control program and be responsible for it. ███████████████████████████████
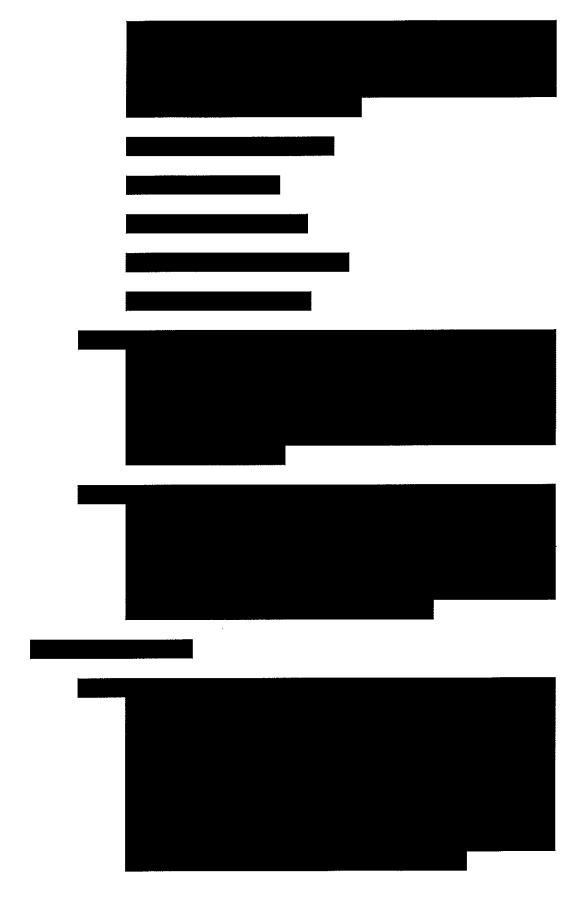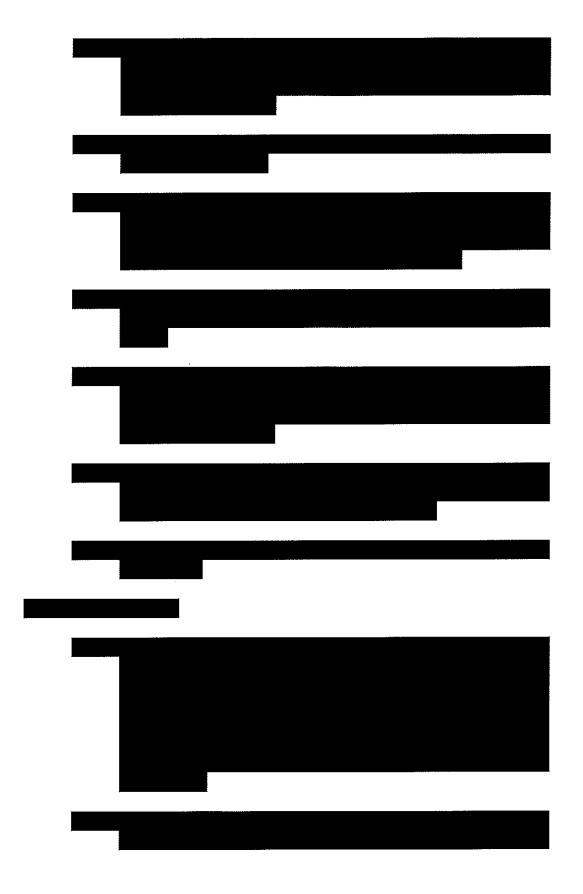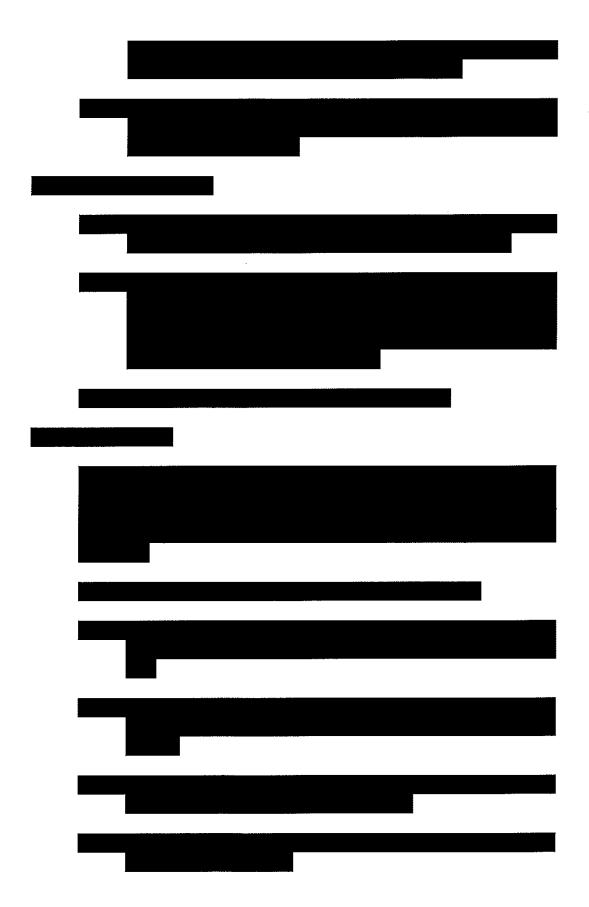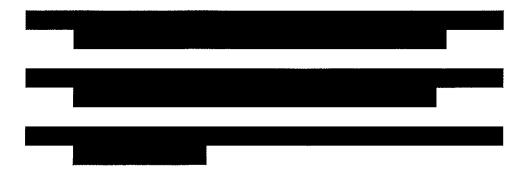
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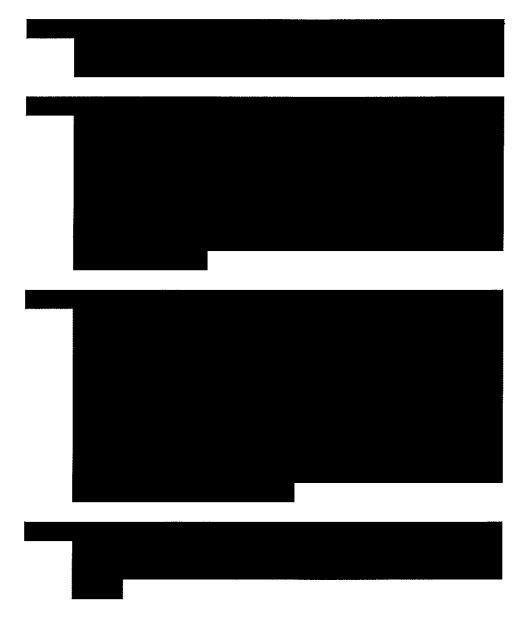
H.   General

1.   The IDOC Security Audit standards shall guide each institution in developing policy and procedure.

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6.   Employees are not authorized to use personal keys that would operate institutional locks, including handcuff keys. This would also include personal locks unless permission is granted by the Associate Warden/Security.

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